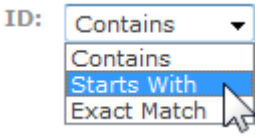
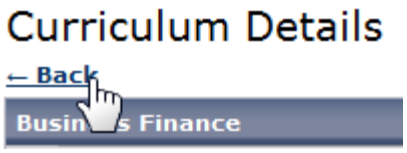
Locating and Self-Assigning ACE Curricula

This job aid provides instructions on how to search for the ACE certification program curricula in AgLearn and self-assign them to your learning plan. The steps begin after the learner has logged into AgLearn and is at the AgLearn personal home page.

Step	Activity	View
1.	From the AgLearn personal home page, select the **Catalog** menu.	
2.	Select **Advanced Catalog Search**.	
3.	Click the **Curricula** option button.	
4.	From the ID drop-down list, select **Starts With**.	
5.	In the ID text box, type **ACE.**	
6.	Click Search.	
7.	Click the curriculum title to view the items that must be completed in the curriculum.	
8.	Click **Self Assign Curriculum** to place the curriculum on your learning plan. **OR**	
9.	In the upper left corner, click the **Back** link to return to the list of ACE curricula to continue browsing through the ACE listings.